

GREEN COUNTY HUMAN SERVICES

PLEASANT VIEW COMPLEX

N3152 State Road 81
MONROE, WI. 53566-9397
PHONE (608) 328 - 9393
FAX (608) 328 -9480

POSITION OPENING

FILE CLERK --- Regular part-time, 20 hrs./wk. position available in the Human Services Department. Position will be responsible for agency file maintenance/management as required in the context of a central filing system. Position is also responsible for other duties as assigned including but not limited to agency/interagency mail distribution.

Grade: 51 (\$12.06/hr)

Qualifications: A high school diploma or equivalent and experience with file management and/or related clerical duties.

Apply with Green County employment application to: Greg Holcomb, Director, by June 11, 2018.

An equal opportunity employer, the County of Green will not discriminate on the basis of limited English proficiency or disability status in admission or access to or treatment of employment or in its programs, services or activities. Green County requires a drug screening as part of its employment process. Upon hiring, a physical exam is required.

May 31, 2018

gchsd@gchsd.org